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Vers. 3
1950 file

CONFIDENTIAL

AUG 9 1954

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Secretary for Chief, Project Administrative Planning Staff

REFERENCE : Your Memorandum Dated 2 August 1954, Same Subject

In reviewing this case with my classification people, I find that a thorough review was made of this Secretarial position, including an interview with [REDACTED] and with the incumbent of the position. A complete position description was prepared which indicated that the majority of the duties involved secretarial service required by a small staff with a small percentage of the incumbent's time spent in support of [REDACTED]'s additional responsibilities. The fact that [REDACTED] is a GS-17 is not grade controlling in this instance, in view of the duties being carried out as Chief of the Project Administrative Planning Staff, GS-15. This description was signed by [REDACTED] and a separate evaluation report indicating the GS-6 to be the level, was given informally to [REDACTED] of your Staff.

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25X1A note that we do not have a current description of [REDACTED] position. To complete our records, I think that we should have this. If you will have [REDACTED] prepare a few rough notes, I will have our classification people develop this description.

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Deputy Director for Personnel

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No Change in Class.	<input type="checkbox"/>
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Class. & Ext. To:	TS S C
Date:	11-28-78
By:	35

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